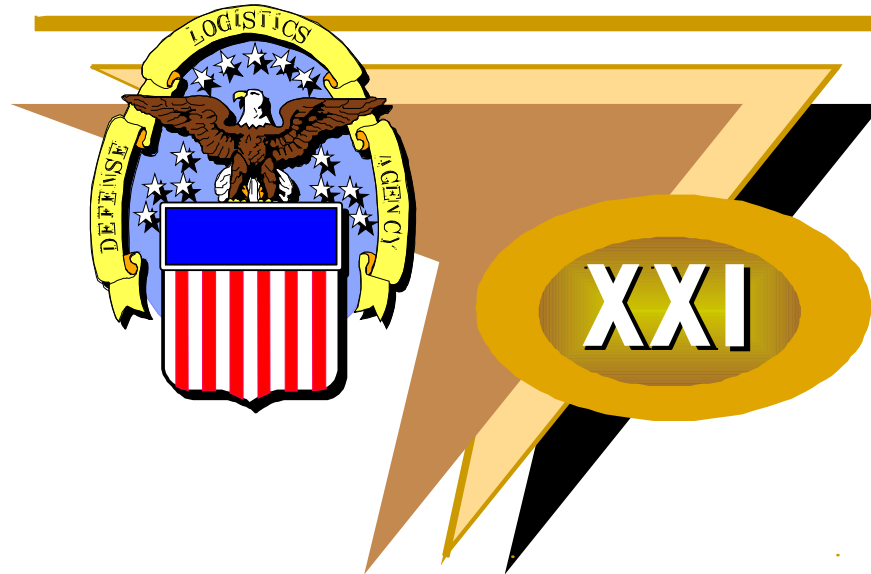


Defense Contract Management Command



Business Planning Conference Workforce Development Update

April 3, 2000



Areas of Discussion

- 1. Executive Development Board (EDB)**
- 2. Intern Program**
- 3. Military Personnel**
- 4. Individual Development Plans (IDPs)**
- 5. Training Application (TA)**
- 6. Defense Acquisition University (DAU) Quota**
- 7. Tuition Assistance**
- 8. Employee Training Metrics**



Executive Development Board (ED

Established November 1999

Membership

**DCMC Deputy Commander (Chairman)
Executive Director, Business Operations
Executive Director, Contract Management**

Operations

**Executive Director, Program Integration
Chief Information Officer
Special Programs Representative
DCMDE, DCMDW, and DCMDI Deputy**

Commanders

**Workforce Team Chief (non-voting Executive
Secretary)**

Schedule

Monthly meetings



Exec Development Board (cont'

EDB Primary Roles:

1. Guide Development Programs

Board

- Review and choose DCMC sponsored opportunities
- Provide input on DLA programs to the Agency's Executive

Program

- Select candidates for DCMC opportunities
- Endorse Command nominees for DLA programs
- Energize support for high priority initiatives like the Intern

2. Plan Developmental Assignments

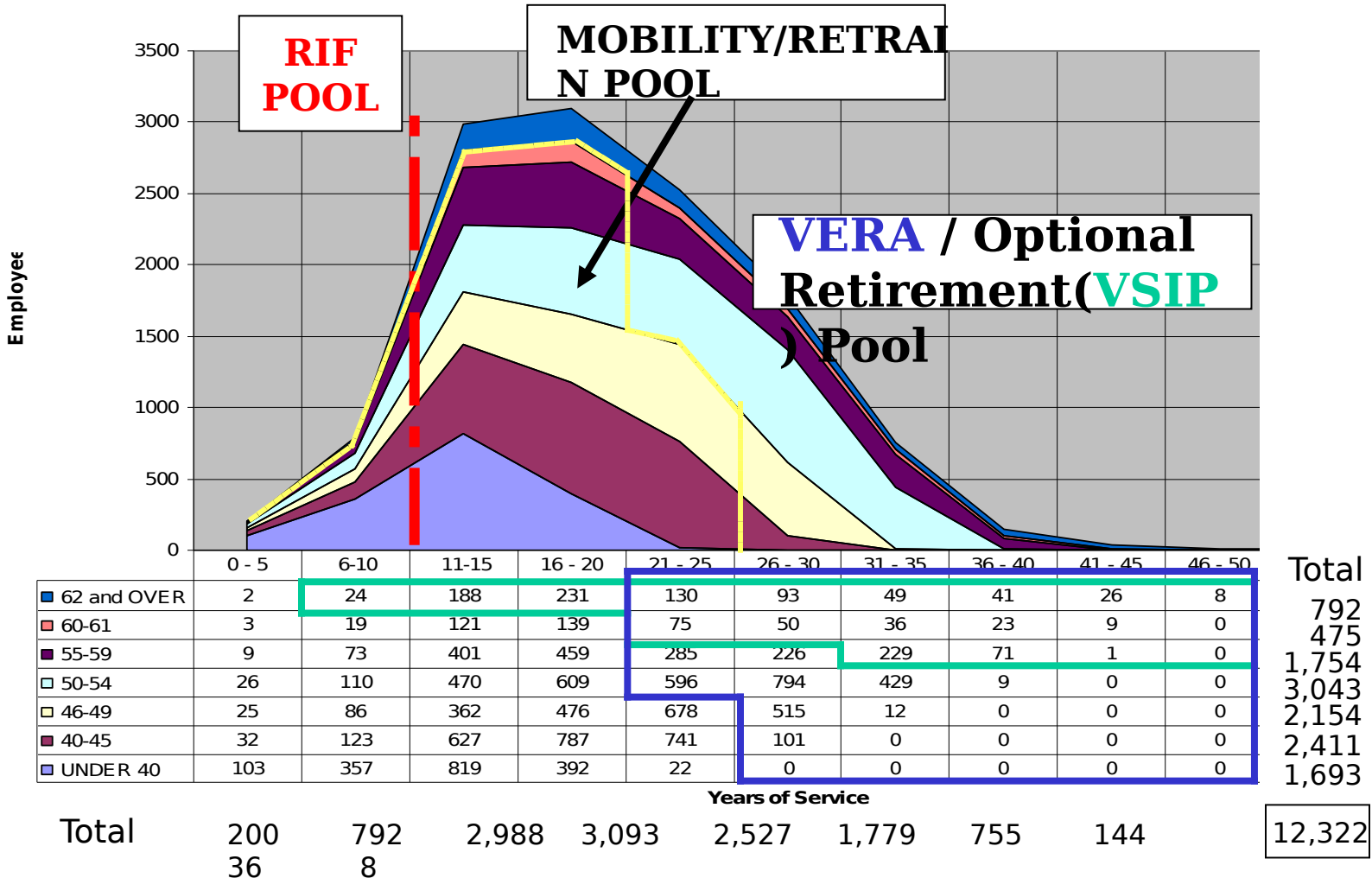
- Evaluate senior management vacancies for potential match with the career needs of employees graduating from major DLA/DCMC programs

3. Manage Command High Grade Positions

- Formulate Command strategy for meeting high grade controls
- Evaluate requests for exceptions to the DLA high grade freeze
- Review and approve high grade selection decisions



DCMC Workforce Demographic



New hires needed as the DCMC workforce becomes increasingly retirement



Intern Program

Current Program

18 Interns

Three year curriculum

Managed by the Personnel Development Center

(HQ)

First participants graduate this Fall

New Expanded Program

216 intern recruits by the close of FY00

**Full enrollment projected at app 600 members
by FY02**

Thirty month curriculum

Interns locally supervised at the CAO

**Program managed by the Personnel
Development**

Center (HQ)

Long term direction established by the



Intern Program (cont'

Recruitment

District East and West lead

Targeting upcoming college graduates, separating military personnel, industry talent, and other federal civilian employees

Applications accepted from internal DCMC candidates

Seeking District recruitment team members

Program Development Team

Mr. Willie Foreman (DCMC-BG) lead

Team members drawn from all Districts

Crafting program guidance for EDB approval

Updating previous program curriculum

Evaluating a journeyman program for FY01 standards



Military Personnel

Taking better care of our colleagues in uniform

Focused on Training and Quality of Life (QOL)

- **Active Duty and Reserves**
- **TRICARE**
- **Relocation**
- **Sponsorship**

Reserve Initiatives

- **Zero based review in process**
- **Building a requirements/skills database**

DCMC Milpers Lead:

Major Steve Minnich, USAF
DCMC Workforce Team
(703) 767-2469



Individual Development Plans (IDP)

Outline of classes or assignments needed to develop an employee

- Agreed upon by employee and supervisor
- Must be completed annually
- Can be updated at anytime
- Formal guidance soon to be in the One Book

Content must be attainable and realistic:

- Job related
- Within budget
- Prioritized
- Employee development is Management's responsibility

Training requirements in the IDP are tracked in the Training Application



Training Application (T/A

Tracking system for training requirements

Fulfills several roles:

Recording training needs and completions

Building the Command's request to HROC for DAU quotas

Allocating class quotas

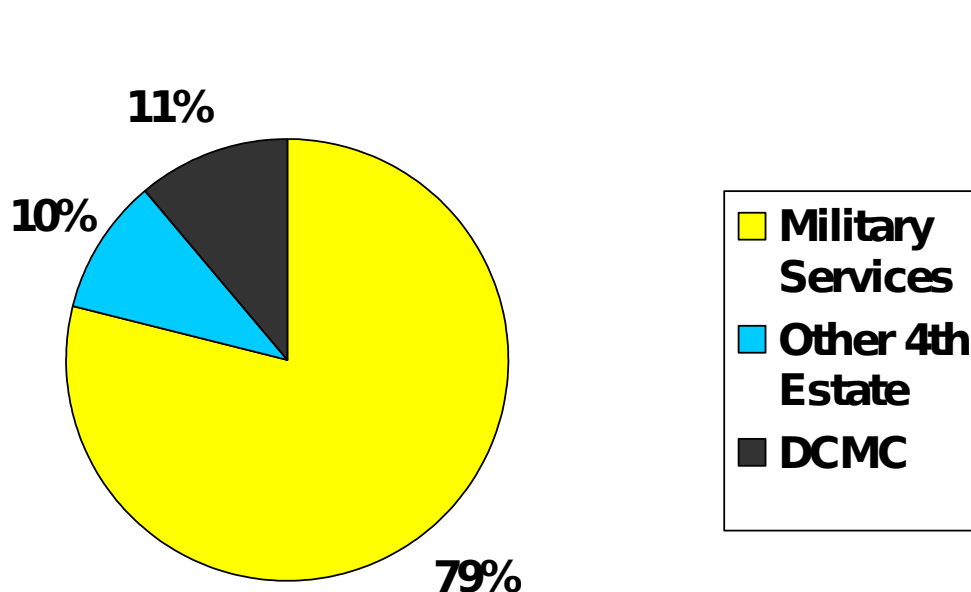
Monitoring cost of training events

Formulating the training budget

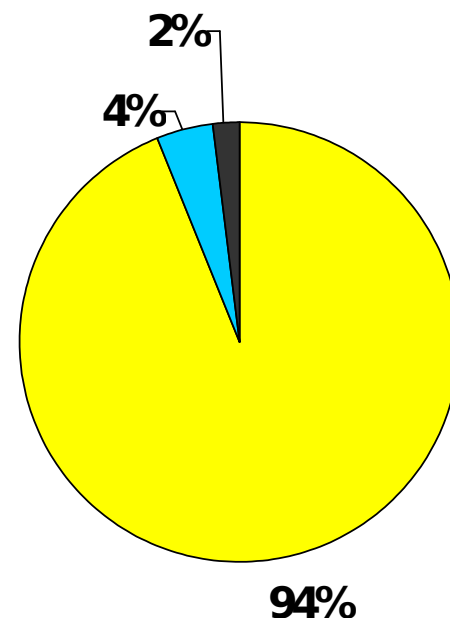
**Transition to the DoD Modern System tentatively
planned for late 2000**



DoD Acq Workforce and DAU Quota



**DoD Acquisition Workforce
(91,733)**



**DAU Quotas "NonWeb Based"
(31,589)**

DCMC comprises 11% of the acquisition workforce but receives only 2% of D



DAU Quotas

Business Plan Metric: Achieve a 95% utilization rate for all Defense Acquisition University (DAU) quotas received

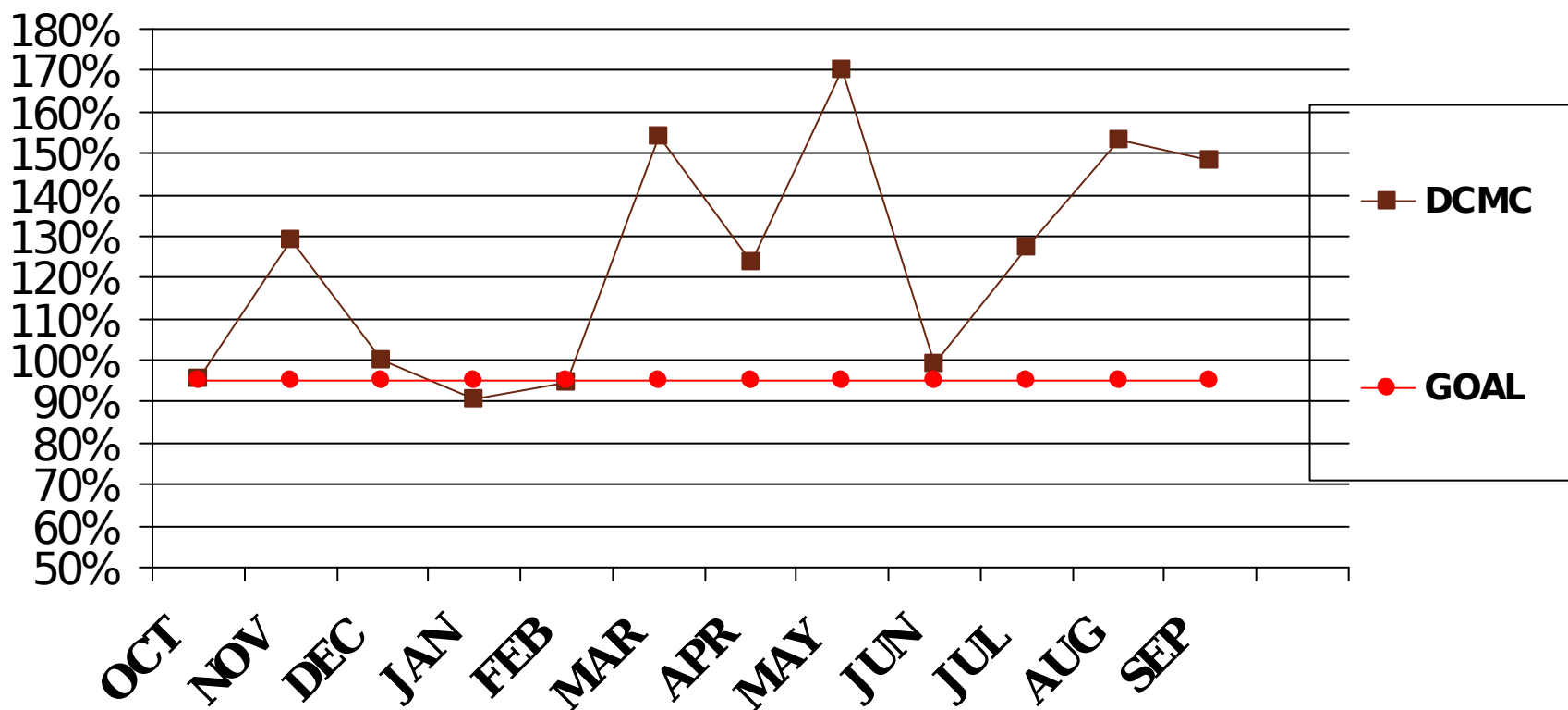
FY 99 Goal/Target: 95% Quota Usage

Actual FY99 Result: DCMC command-wide achieved 108% quota usage



DAU Quotas (cont'd)

FY99 Execution



Substantial improvement over our 88% avg in FY97 and 94% avg



DAU Quotas (cont'd)

FY00 Outlook:

- **191% first quarter Command wide execution**
- **Over 100% execution is achieved by Districts and CAOs obtaining vacancies off the DAU 45 day list**
- **The 4th Estate Defense Acquisition Career Manager (DACM) requests use of the 45 day list be restricted to priority one fills**
- **The DACM committed to providing TDY funds for continued DCMC overexecution this fiscal year**
- **The DACM will follow-up with DAU on DCMC's request for additional baseline quotas in FY01**



DAWIA Certification

Business Plan Metric: Increase the percentage of personnel that are DAWIA certified to level I (70%), level II (90%), and level III (98%). Maintain or exceed certification levels by position categories.

FY 99 Goal/Target: Level I (70%), Level II (90%), and Level III (98%)

FY 99 Actual Results: DCMC achieved Level I - 58.57%, Level II - 90.46%, Level III - 87.64%



Tuition Assistance

Outlined by Information Memorandum 0

- **Info memo on the DCMC Homepage**
- **\$188 maximum per credit hour**
- **Must be job or mission related**
- **Document on IDP**
- **Submit requests 30 days prior to start date**
- **Courses must be taken for academic credit**
- **Must obtain passing grade of “C” or higher**

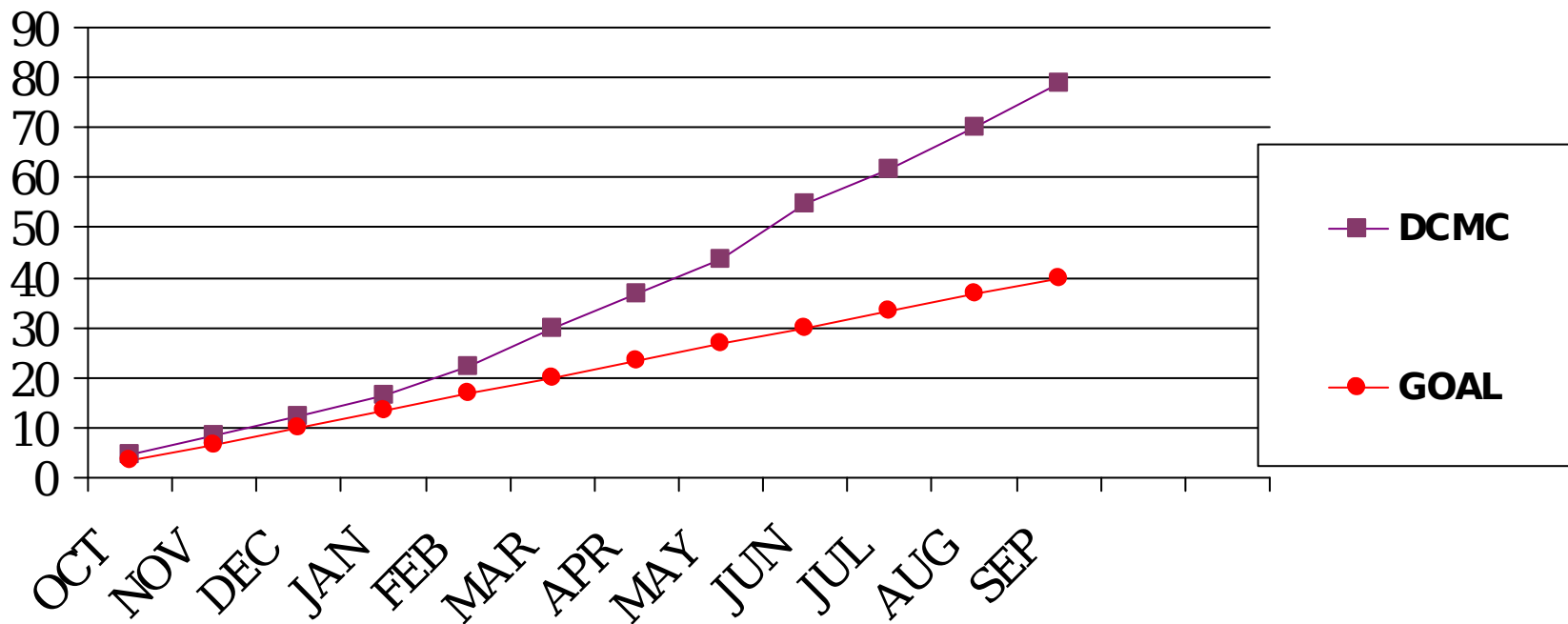
Spent \$260K in FY99

Allocated \$510K for FY00



Employee Training

Average Training Hours per Employee (FY99)

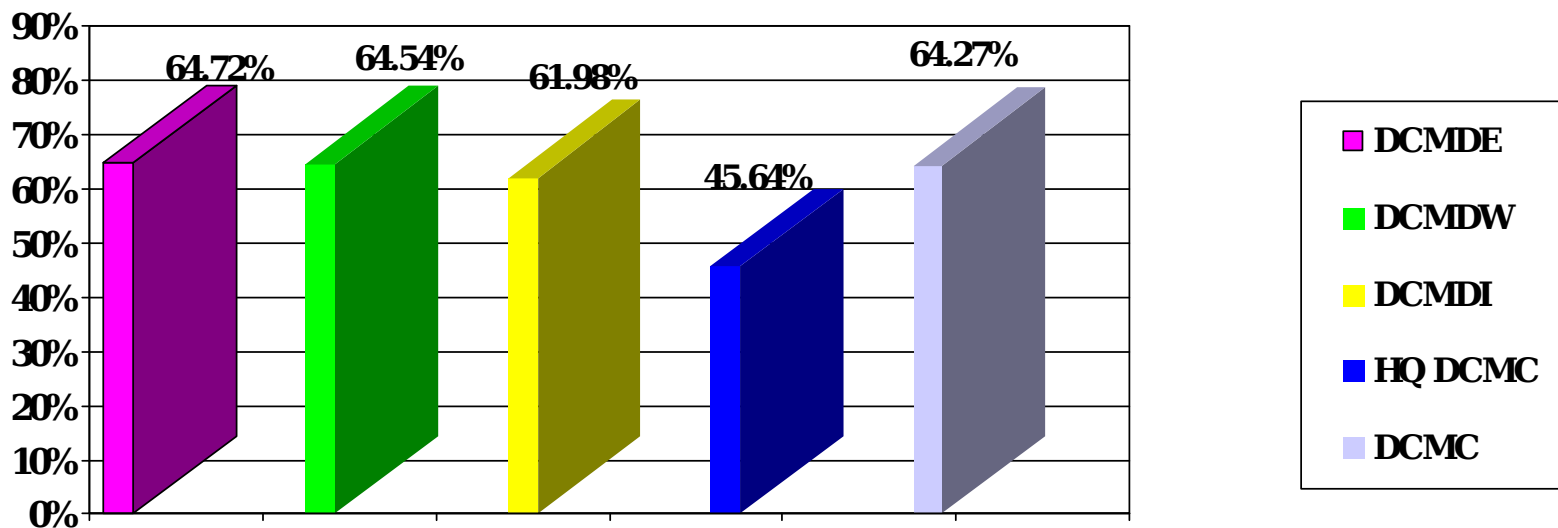


The Command far exceeds an avg of 40 hrs training per em



Employee Training (cont'd)

Employees receiving over 40 hours training (FY9)



Providing 40 hours of training to every employee will not b



Summary

Progress:

- **The newly formed EDB is focusing senior leadership attention on civilian workforce development**
- **An expanded intern program will meet the Command's emerging need for hiring and training new personnel**
- **Growth in available DAU quotas supports increased DAWIA certification among Command employees**

Challenges:

- **We must maintain accurate IDP records within the TA database to accurately plan and budget for training needs**
- **Colleagues and supervisors must actively encourage and support DCMC employees to pursue at least 40 hrs/yr of training**